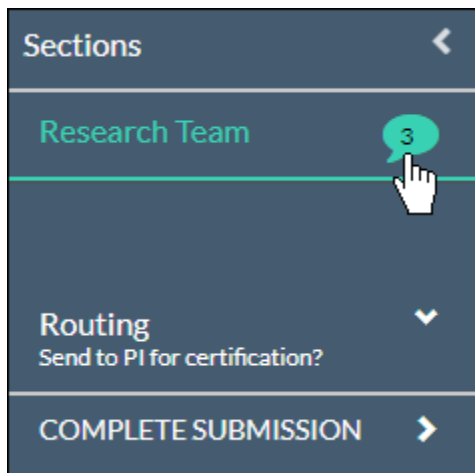


## Addressing Comments

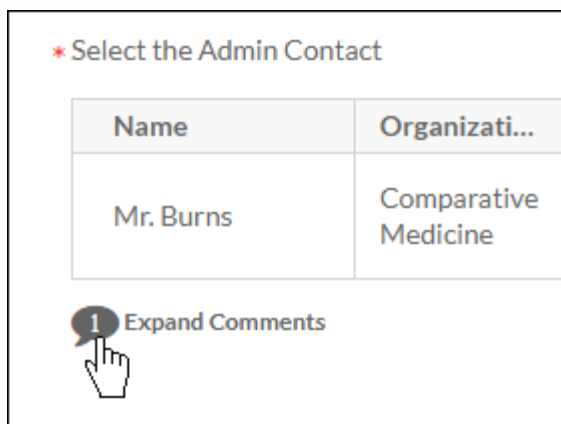
When a submission has been certified by a PI and sent to the IRB administrator (or other individuals reviewing the submission), they may comment on various questions within the submission forms. The administrator will return the submission to the investigators, and the investigators will need to address any of the comments.

Sections with unresolved comments have a comment bubble icon indicating the total number of unresolved comments in that section. Click on the section to see which questions have a comment attached.

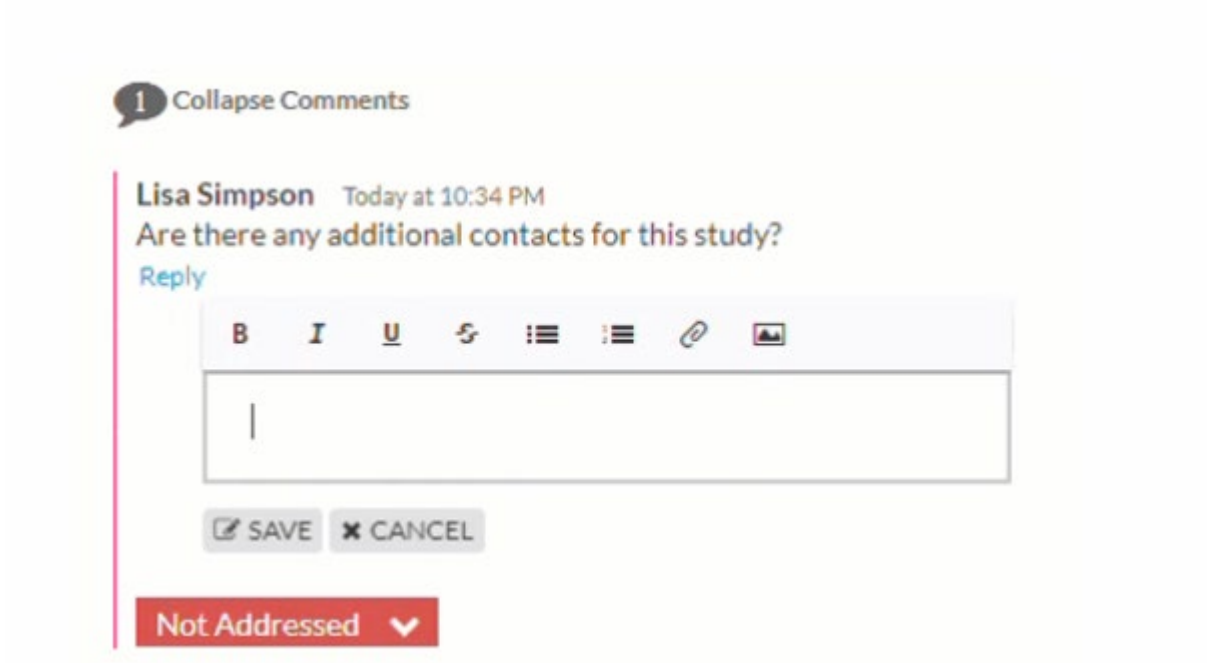


Depending on how far the submission progressed, you may see comments from the administrator, or from the member(s) reviewing the submission.

1. Click on the numbered comment bubble to view the unaddressed comments associated with each question.

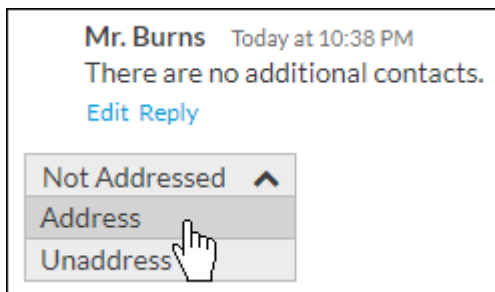


2. Click **Reply**. Enter your reply and click **Save**.



The screenshot shows a comment by Lisa Simpson, dated 'Today at 10:34 PM', with the text 'Are there any additional contacts for this study?'. Below the comment is a 'Reply' button. A text input field is open, showing a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, and image. Below the input field are 'SAVE' and 'CANCEL' buttons. At the bottom, a red status bar displays 'Not Addressed' with a downward arrow.

3. Once you have resolved an issue, change the status drop-down from **Not Addressed** to **Addressed**



The screenshot shows a comment by Mr. Burns, dated 'Today at 10:38 PM', with the text 'There are no additional contacts.'. Below the comment are 'Edit' and 'Reply' buttons. A dropdown menu is open, showing three options: 'Not Addressed' (with an upward arrow), 'Address' (highlighted with a mouse cursor), and 'Unaddress'.

You must mark all comments as addressed before the submission can be completed.

Once all comments on the submission have been addressed and the submission has been completed, the PI will need to re-certify the submission to return it to the administrator.

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2. Click **Reply**. Enter your reply and click **Save**.
3. Once you have resolved an issue, change the status drop-down from 'Not Addressed' to 'Addressed.'

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